

Creating a Content Folder

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Folders help you organize content in your class. This article explains when to use folders, and how to create a folder.

Organizing Content: Folders vs Learning Modules

You can organize course content into folders, and Learning modules.

There are key **similarities** between folders and Learning modules:

- Both are containers that allow documents, links, assignments, and other types of content to be stored inside of them.
- Both permit two levels of nesting.

There are also key **differences** between folders and learning modules:

- Learning modules cannot be placed inside folders or other Learning modules.
- Folders can be placed inside modules and other folders.
- Learning modules provide students with on-screen arrows that allow them to move to the next or go back to previous items.

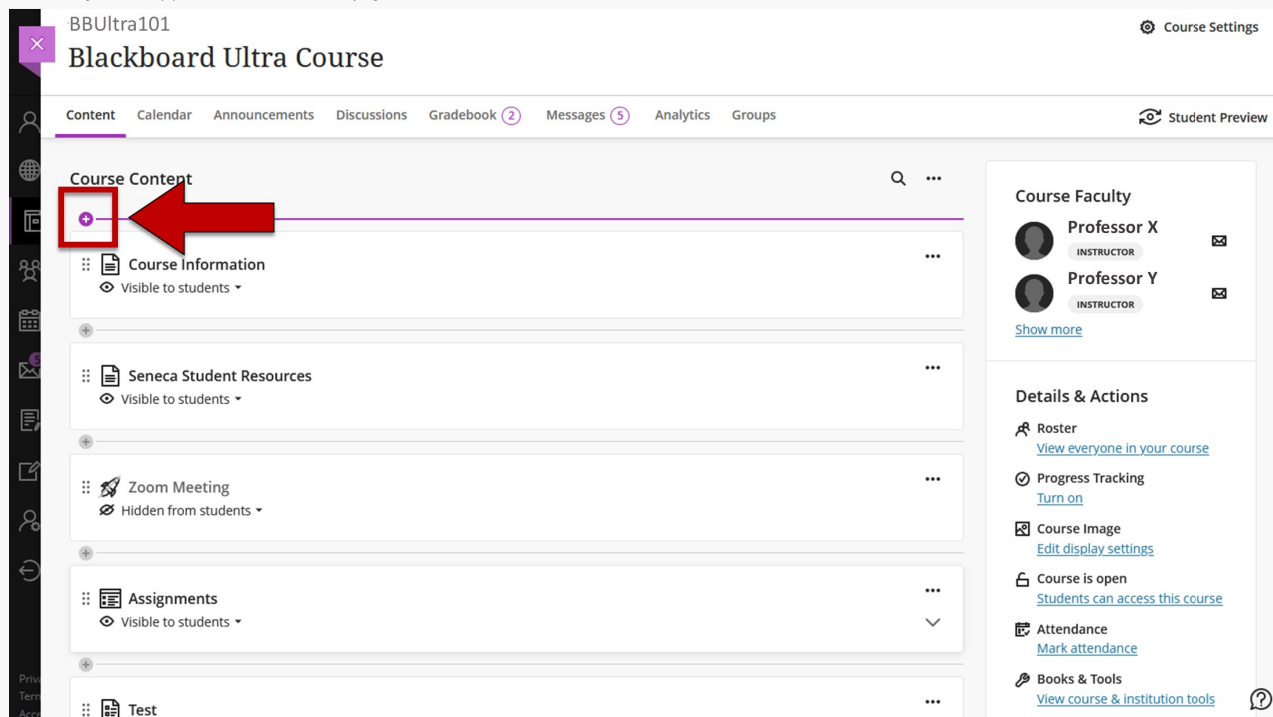
When To Use Folders vs Learning Modules

Folders: Use folders when the items contained in that folder do not need to be viewed sequentially (ex: a series of links to different resources).

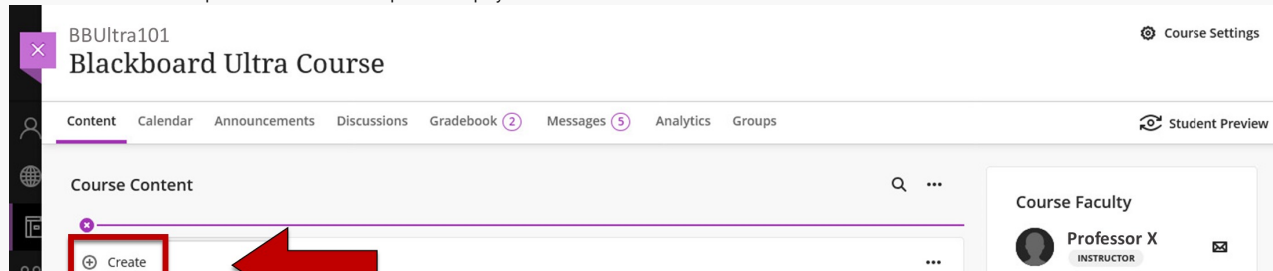
Learning modules: Use learning modules when you want students to work through content in sequence, such as a week's learning materials.

How To Create A Folder

1. Select the **plus icon (+)** on the Course Content page.



2. Select **Create** from the drop-down. The Create Item panel is displayed.



Auto-Generate Modules

Copy Content

Upload

Cloud Storage

Content Market

Content Collection

Zoom Meeting

Hidden from students

Assignments

Visible to students

Test

Details & Actions

Roster

View everyone in your course

Progress Tracking

Turn on

Course Image

Edit display settings

Course is open

Students can access this course

Attendance

Mark attendance

Books & Tools

View course & institution tools

Question Banks

3. Select **Folder**.

Create Item

Course Content Items

Learning module

Folder

Document

Link

Teaching tools with LTI connection

SCORM package

Assessment

Test

Assignment

Participation and Engagement

Discussion

Journal

BBUltra101

New Folder 1/25/23

Hidden from students

Description

Add a description

Maximum 750 characters

Cancel Save

4. Select the default title to edit the name of the folder.

5. Select **Hidden from students** to change the visibility of the folder.

BBUltra101

New Folder 1/25/23

Hidden from students

Description

Add a description

Maximum 750 characters

Cancel Save

6. Select the **Description** text box to add a description. **Note:** Descriptions are limited to 750 characters and cannot be styled (i.e., bold, underlined, coloured text, etc).

New Folder 1/25/23

☒ Hidden from students

Description
Add a description

Maximum 750 characters

Cancel Save

7. Select **Save**. The folder is displayed on the course content page.

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New Folder 1/25/23

☒ Hidden from students

Description
Add a description

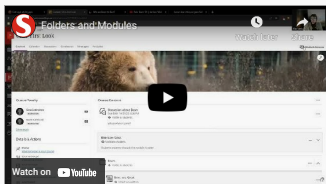
Maximum 750 characters

↓

Cancel Save

Video

This short video covers folders and modules and takes a quick look at when to use each feature.



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tags : blackboard-ultra, content-folder, creating-a-content-folder, creating-folders, creating-learning-modules, folder, folders-learning-modules, learning-module, setting-up-your-course, ultra